

## INTRODUCTION

This position is located in a field location of the Processed Products Branch, Fruit and Vegetable Programs, Agricultural Marketing Service. The incumbent serves as an Agricultural Commodity Aid (Processed Fruit and Vegetable) in a processing plant or laboratory and performs routine tasks related to sampling and the determination of the quality and condition of processed food products.

## II. MAJOR DUTIES

The employee performs one or more of the following tasks:

Draws official samples of processed fruit and vegetable products in warehouses, plants, freezers, freight cars, trucks, vessels and similar locations. Selects representative samples from all parts of the lot in accordance with procedures which are clearly outlined in the manual of instructions. Performs related duties such as case stamping and assists in checkloading and examining for condition of container. Prepares related papers indicating date, time involved, and expense incurred, name of product, size of container, type of case, number of cases in lot, number in sample, location of lot, and other pertinent information.

Performs routine assignments in the office, laboratory, or processing plant, such as mold counts, filth analyses, arranging samples for inspection, making basic analyses, taking and recording weights, recording data (such as code marks, label nomenclature, score points), separating ingredients in multi-component products, and maintaining equipment.

## III. FACTORS

### Factor 1. Knowledge Required by the Position

Knowledge of the detailed instructions and regulations necessary to correctly draw samples, checkload, etc.

Skill in performing routine laboratory procedures, such as mold counting and filth analysis

### Factor 2. Supervisory Controls

The incumbent follows established detailed procedures on routine assignments which are carried out under general supervision by a higher graded Agricultural Commodity Grader. The employee receives specific and detailed written and oral instructions for unusual tasks or those not previously performed. Problems and questions where conflicts are involved are referred to the supervisor. Work is reviewed for accuracy and conformance to instructions while in progress and upon completion.

### Factor 3. Guidelines

There are prescribed regulations and specific manuals of instructions which relate directly to the Aid's work. Where there is a conflict, the problem is referred to the supervisor.

### Factor 4. Complexity

The Aid does the routine tasks necessary prior to the inspection of the commodity by the Agricultural Commodity Grader. The assignments are clear cut and follow already established procedures. However, there is a great need for accuracy and attention to detail.

### Factor 5. Scope and Effect

The purpose of the Aid's work is to assist the Agricultural Commodity Grader by performing routine tasks before the product is graded and inspected. The accuracy of the Aid's work directly affects the reliability of the final determinations and certificates issued by the ACG. These determinations affect the product's price and/or acceptability in relation to contract specifications which, in turn, affects the financial interests of buyers and sellers.

### Factor 6. Personal Contacts

The Aid has contacts with some plant personnel, mainly quality assurance and warehouse people, graders, and Area office personnel.

### Factor 7. Purpose of Contacts

The purpose of the contacts of the Aid are to exchange information relative to the sampling, checkloading, lab work, etc., being done.

### Factor 8. Physical Demands

Agricultural Commodity Aid work may require periods of physical exertion to lift and move boxes and cartons of product often weighing up to 50 pounds. There are prolonged periods of standing, walking, stooping, and bending. The Aid must be able to detect abnormalities in the commodity through normal or corrected vision in at least one eye for distance, depth perception, and color.

Factor 9. Work Environment

The work environment includes exposure to freezing temperatures, slippery surfaces, moving materials, handling equipment, high noise level, and similar risks typical of processed fruit and vegetable processing plants and storage areas.